



HUMAN RESOURCES OFFICER

The successful candidate will be responsible for;

- Recruiting, staffing, training and development, performance monitoring and employee counseling.
- Planning the overall HR strategy and assist in creating and implementing HR policies and procedures.
- Covering all legal compliance for human resource

Requirements

- Bachelor's degree in Human resources or equivalent
- At least 3 to 5 years' experience in a human resources position or related position
- Able to multitask, prioritize, and manage task efficiently
- Creative problem solver who thrives when presented with a challenge
- Encouraging to team and staff; able to mentor and lead
- Excellent computer skills, Microsoft Office Suite, especially Excel, and demonstrated skills in database management and record keeping
- Great 'people-person' skills and professional attitude
- Well versed with employment laws and best practices
- Possess excellent spoken communication skills
- Excellent interpersonal relationship building and employee coaching skills
- Able to conduct training in all our branches
- Full Valid Driver's License would be an advantage

Vacancy – HUMAN RESOURCES OFFICER

Merchant Finance Pte Limited

PO Box 14213

SUVA

OR you can drop off your application at: Level 1, Ra Marama House, and 91 Gordon Street, Suva or Email:
hr@mfl.com.fj

All Applications are to be received by 4:00pm Saturday 29 February 2020.